

REQU FOR RECORDS RETENTION SCHED E

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE

NO.

553

PAGE

NO.

1

1. Requesting Agency

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

2. Division or Bureau of Requesting Agency

Office of General Administration

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

5. Description of Records

6. Recommendation of Hall of Records and Board of Public Works.

1 COMMISSION FILE

Size: Legal and letter size
 Dates: 1959--
 Quantity: 3 legal file drawers
 File Arrangement: Alphabetical by subject and by name of Commissioner.

The Commission File (Maryland Economic Development Advisory Commission) contains correspondence, reports, orders and policy decisions as well as other types of material closely related to the operation of the Commission.

The minutes of the Commission occupy one drawer in this file. The papers are letter size, mimeographed and one or more copies of the minutes for each meeting are included beginning with the first on July 7, 1959. One copy is the record copy and should be permanently preserved. The recommended method of doing this would be to bind the sheets in one or more post binders which are available for this purpose and place this set in fireproof storage. This copy would not be available for use except under special conditions. The other copies of the minutes would be nonrecord and disposable as soon as they no longer have value to the operation of the office.

RECOMMENDATION: A - RETAIN ONE SET OF THE MINUTES PERMANENTLY AS WELL AS RECORDS OF POLICY DECISIONS IF FILED SEPARATELY FROM THE MINUTES.

B - RETAIN ALL OTHER MATERIAL, EXCEPT NONRECORD MATERIAL, WHILE ACTIVE: RETIRE TO INACTIVE STATUS AND RETAIN FOR AN ADDITIONAL TEN YEARS, THEN DESTROY.

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule authorized as indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Archivist

Date

Secretary

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2 DEPARTMENTAL FILES

Size: Legal and letter size
Dates: 1959 --
Quantity: 2 legal file drawers
File Arrangement: Alphabetical by subject or name

The Departmental File contains correspondence, reports and other material related to the day-to-day operations of the department. All All printed or mimeographed material in this file is nonrecord and may be destroyed as soon as no longer needed by the office. All other material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN WHILE ACTIVE. REMOVE TO INACTIVE STATUS FOR AN ADDITIONAL THREE YEARS THEN DESTROY.

3 GENERAL FILE

Size: Legal and letter size
Dates: c. 1959 --
Quantity: 20 legal file drawers; 4 transfiles inactive records
File Arrangement: Alphabetical by name, subject, or title
Index: Typescript index to entries

This is the reference file for the administrative office, composed of correspondence, studies, and reports, (manuscript, holo-graph and printed). This file contains material under 661 entries. An index to entries is maintained and updated by the principal administrative secretary. Periodically, the file is purged and the material is refiled in inactive status, subject to the recommendation below.

All printed and mimeographed material is nonrecord and may be destroyed as soon as no longer needed for the operation of the office. Material having continuing legal or administrative value should be retained until such value ceases.

RECOMMENDATION: RETAIN WHILE ACTIVE, REMOVE TO INACTIVE STATUS FOR AN ADDITIONAL THREE YEARS, THEN DESTROY.

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4	<p>READING FILE</p> <p>Size Letter and legal size Dates: 1960 -- Quantity: 2 legal file drawers; 4 cartons File Arrangement: Green copy - alphabetical by name of writer then chronologically therein; white copy chronologically</p> <p>In all divisions of the agency, correspondence is prepared in quadruplicate as follows:</p> <p>Original</p> <p>White copy - All white copies are forwarded to the Director's office for a central reading file and are arranged chronologically.</p> <p>Yellow copy- Retained in office and filed with related correspondence, reports or other types of materials in the correspondence or general files.</p> <p>Green copy - The Secretary's reading file is retained in the office and filed by name of writer then chronologically therein.</p> <p>The yellow copy filed with related correspondence or other types of related materials is considered the record copy to be retained for a specified period of time. The white and green copies are non-record.</p> <p>RECOMMENDATION: WHITE AND GREEN COPIES OF CORRESPONDENCE ARE NON RECORD AND MAY BE DESTROYED AS SOON AS NO LONGER NEEDED BY THE OFFICE.</p>	